



VICTORIA POLICE

ORU – Evidence Gathering Teams (EGT) Course Session Plan

Program Name: <i>Public Order Evidence Gathering Team (EGT) Course</i>	
Centre of Learning/Unit (Session Owner): Operations Support Division	Centre of Learning/Unit (Session Deliverer): Operations Response Unit
Session Name: Post Operation Procedures	
Session Duration: 60 mins	Session ID: Session Twenty-seven
Delivery Location: ☐ Academy ☒ Other (specify):	
Author Name: David HARDS SC	V or VP Number: vp38887
Aim: To provide learners with the knowledge and understanding of post operational procedures and their importance in the EG role.	
Learning Outcomes: On successful completion of this session, learners should be able to: 1. Outline the importance of Post Operation Procedures 2. Explain the value of Data Asset Management	
Resources/Equipment: - Classroom - Computer with mainframe access and MS PowerPoint - Overhead Projector and screen - Seating for all learners - Table or chairs with writing pad - Two trainers - Learners in dress of the day - "Post Operation Procedures" PowerPoint	
Pre-session Preparation: OHS Inspection of the training facility completed ☒ Yes ☐ No	
Comments: - Risk Assessment in place for the venue and checked - Health and Safety Check of the working area – Suitable for session - All trainers are first aid qualified	

File location:

31(1)(d)

Page 1 of 12

Version date: 11-May-2018
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VICTORIA POLICE

ORU – Evidence Gathering Teams (EGT) Course Session Plan

- Location of First Aid kits have been identified

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File location:

31(1)(d)

Page 2 of 12

Version date: 11-May-2018

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VICTORIA POLICE

ORU – Evidence Gathering Teams (EGT) Course Session Plan

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Delivery Method	Content	Delivery Resources	Time
Face to Face	During Knowledge Checks and De-briefs consideration should be given to utilising open style of questioning (Who, Why, What, Where, When, How) and Experiential Learning Cycle (ELC) to facilitate learning. Learners should be encouraged to ask questions at relevant times throughout the session. Trainers to meet and greet learners in the classroom. Trainers to make visual check to ensure all officers have appropriate resources (Writing Pad / Pen). Introduction Trainer will introduce themselves and the session Maslow - Trainer will go through relevant points from risk assessment, emergency evacuation procedures, location of first aid kits, welfare etc. (if required) Gestalt - Route map of session outlining Aim and Objectives. Knowledge Check - to cover overall subject to ascertain learner's levels of Knowledge / Experience. Open style of questioning (Who, Why, What, Where, When, How).		5 mins
Face to Face	Trainer is to present the Power Point titled <i>"Post Operation Procedures"</i> to the learners.	"Lesson 27" PowerPoint	35 mins

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VICTORIA POLICE

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	Trainer is conduct a knowledge check at the start of every slide and generate discussion by using open style questioning (5wh) to prompt involvement from learners. <u>SLIDE 1</u> Opening/Covering Slide (Nil information) Back to the office, time to go home... At the completion of the public order event is when the majority of administrative tasks of the EG role are completed. Whilst many of the other Police members involved in proceedings will be travelling back to their respective stations you will be required to complete various tasks before finishing your shift. Once you have been called back to the office take a step back from the scene and observe your surroundings. At the commencement of your shift you most likely took an overview of the area, you need to attempt to replicate that shot as best you can and capture the scene post event. This will ensure any damage or variances of the scene might be recorded by the EG teams. If you are unable to complete this task you can always make a note of any points of interest. EG's should also consider if the location is one such as Federation Square or Parliament steps the images may be available using Safe City footage.		
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31(1)(d)

Version date: 11-May-2018
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Page 4 of 12



VICTORIA POLICE

ORU – Evidence Gathering Teams (EGT) Course

Session Plan

	<u>SLIDE 2</u> Back at the Office Trainers should walk learners through the ‘Standard Operation Procedures’ for the downloading of footage. A step by step process will be completed using the projector. Learners are to ensure they download the ‘Master’ and ‘Working’ copies according to the S.O.P’s, view the footage from the ‘Working’ copy and delete the relevant memory card(s). 1. Remove SD card from device (either camera or Network Connector). 2. Place SD card into applicable slot on PC. 3. Download images/footage to temp file on PC 4. Ensure images/footage is not corrupt (working). 5. Copy these images to nominated external hard drive (working copy) 6. Place a blank DVD into PC and burn images/footage to DVD; multiple discs may be required. (master copy) 7. Ensure images/footage have been burnt to disc and are working. If working delete temp files from desktop and reformat SD Cards. 8. Write the following information, using label maker or permanent black CD/DVD marker, on the front of the disc:	“Downloading Footage SOP’s handout”	
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VICTORIA POLICE

ORU – Evidence Gathering Teams (EGT) Course Session Plan

SLIDE 3

Labelling the Disc

As per requirements detailed in *VPMP Digital assets management*

- File Name
- Date of Footage
- Location
- Member registered number
- Original/Working copy (number of the working copy)
- Copy creation date
- Security Classification

SLIDE 4

Record and store discs

Complete entry in 'Evidence Continuity Log' located

31(1)(d)

NB: Public Order Evidence Register to be completed / entered once issued.

Attend administration office and sign disc/s into the 'Public Order Evidence Register'

File location: 31(1)(d)

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VICTORIA POLICE

ORU – Evidence Gathering Teams (EGT) Course Session Plan

	and obtain corresponding entry number. Complete <i>Evidence Continuity Log</i> entry by entering Public Order Evidence Register’. Trainers will need to explain why this process is used to the learners. <u>SLIDE 5</u> Victoria Police Manual (VPM’s) Trainers are to take the learners through the VPM’s relevant to EG deployments. Portable Recording Devices Definition A Portable Recording Device (PRD) is any portable device capable of, and used to, create audio recordings, still images or video recordings. It includes, but is not limited to: Video or still cameras (equipment mounted, body worn or hand held) Equipment Victoria Police owned PRDs are only to be used in the course of official duties and are not be used to capture personal recordings.		
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SLIDE 6

Portable Recording Devices

Use of PRD's

- The professional judgement of the employee is to be used in determining whether an activity or evidence should be recorded on a PRD, having regard to the privacy and human rights of any individuals that will be recorded.
- Unless it is inappropriate, or unsafe to do so, employees should advise individuals that recording of their interaction is occurring. (EG's should remain OVERT at all times)

SLIDE 7

Handling of Recordings

- Recordings from PRDs are to be downloaded in full and no editing of recordings is to be undertaken on PRDs.
- In accordance with **VPMP Digital asset management**, all recordings are to be downloaded and deleted from devices as soon as possible. This will

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	minimise potential security breaches should the device be lost, stolen or inappropriately accessed. <u>SLIDE 8</u> VPMP Digital Asset Management Definitions Original copy – the first instance in which images and/or audio is recorded onto non-rewritable media, preferably directly generated from the primary source, obtained by police. (Original Copy) Non-rewritable media – is a device on which data cannot be overwritten (Eg. CD-/R, DVD-/R) Note: DVD-/RW or CD-/RW are not suitable as they can be overwritten. Working copy – the copy/ies produced from the original copy made for the purpose of converting and editing. Register – an auditable register that keeps a record of the copies of the digital asset. This may be the correspondence register, property book or a separate register that meets the minimum standards outlined in the CCTV Practitioners' Guide.		
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SLIDE 9

Original and Working copy

Original Copy

No conversion or editing is to be conducted on the original copy.

The original copy must be suitably labelled. Refer to the CCTV Practitioner's Guide for guidance on labelling.

Digital assets obtained by Victoria Police employees on personal or Victoria Police owned PRD's must be deleted from the PRD once it has been confirmed that the original copy has been made successfully.

Working Copy

The creation and/or provision of working copies of the digital assets must be noted in the register.

Working copies must be stored securely on police premises according to the security classification of the material.

Copies of the digital asset(s) must not be stored on personal (H:) drives, portable computing devices, C drives or local desktops or any non-Victoria Police equipment.

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SLIDE 10

Retention and Destruction

PROV (Public Records of Victoria) has set minimum retention timeframes for all public records through Retention and Disposal Authorities (RDAs). The minimum retention periods are based on the content and context of the information, not the format in which it is held.

All Victoria Police information, regardless of the format (electronic or hardcopy) or media (notebook, document, database, dvd, usb, intranet/internet, file), must be retained as a public record until it:

- reaches the minimum retention period and
- has been authorised for destruction by an appointee under IM 6.

Inactive Victoria Police information that has a minimum retention period of seven (7) years or less, can remain under the responsibility of the Work Unit until it is authorised for destruction. Consideration should be given to transferring inactive information material to VPASC where possible.

Disposal

Any disposal of official information must be conducted in accordance with the *Public Records Act 1973*.

Victoria Police must be able to provide evidence of when and why any records were deleted or destroyed.

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	Conclusion The trainer is to conduct a knowledge check with the learners to satisfy themselves all the learning outcomes have been met. Suggested questions could be; - How is the footage downloaded? - What is the Record Storage Act - What are the differences between master and working copy? THANK THE LEARNERS FOR THEIR ATTENTION AND EFFORTS. GIVE THEM INFORMATION ON THE NEXT SESSION IN THE SEQUENCE.		5 mins

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